

**MISSOULA COUNTY**  
**PARKING ACCOMMODATION POLICY**

Missoula County, the Employer, is committed to assisting employees to return to work as soon as possible following an injury or illness that results in either temporary or long term disability, whether due to occupational or non-occupational causes. All requests for short or long term parking assignments will be considered on a case-by-case basis. Every effort will be made to grant reasonable requests that do not create an undue hardship for the Employer.

Assignment of a parking space in close proximity to the worksite may be determined to be a reasonable accommodation for a person with a disability. Requests for a parking assignment in lots controlled by the Employer must be submitted in writing to the Human Resource department. The Employer reserves the right to request medical certification to support such a request. The decision to provide a parking space will be made jointly by the Human Resource Department and the Facilities Manager and will take into consideration the availability of space, other available parking option, the duration of the requested assignment and the nature of the injury or disability. Nothing in this policy will be construed to require the Employer to pay for parking in lots not controlled by the Employer or that is otherwise available to the Employee without the assistance of the Employer.

Parking assignments in lots controlled by the Employer will be approved under one of the following conditions:

1. **TEMPORARY ASSIGNMENT:** Employee is recovering from an illness or injury impairing their mobility from which they are expected to recover. The need for parking assistance is for a limited period of time not anticipated to exceed 6 months. The Employee is required to apply for a special parking permit from the State of Montana through the Missoula Parking Commission. Employees who receive special parking assignments will display their special permit while in Employer controlled lots.
2. **EXTENDED TEMPORARY:** In the event that an Employee has not recovered sufficiently to release their special parking assignment after 6 months, the Employee may request an extension of up to an additional 6 months. No more than three extensions will be granted for a temporary assignment (24 months total). The Employee is required to renew their special parking permit from the State of Montana through the Missoula Parking Commissioner. Employees who receive special parking assignments will display their special permit while in Employer controlled lots.

3. **PERMANENT ACCOMMODATION:** Employee has as permanent disability as defined under the American with Disabilities Act. The need for parking assistance is for the duration of employment with the Employer. The employee is required to apply for a special parking permit from the State of Montana through the Missoula Parking Commission. Employees who receive special parking assignments will display their special permit while in Employer controlled lots.